

CHARTER OF THE U.S. SMALL BUSINESS ADMINISTRATION NATIONAL SMALL BUSINESS DEVELOPMENT CENTER ADVISORY BOARD

1. **Committee's Official Designation.** National Small Business Development Center Advisory Board.
2. **Authority.** The National Small Business Development Center Advisory Board ("Board" or "NSBDC") was created by Section 21(i) of the Small Business Act (15 U.S.C. § 648(i)). The Board is being established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.
3. **Objectives and Scope of Activities.** The Board advises, counsels, and confers with the SBA Associate Administrator for Small Business Development Centers in the execution of his/her duties described in Section 21 of the Small Business Act (15 U.S.C. § 648) on matters pertaining to SBA's Small Business Development Center (SBDC) Program.
4. **Description of Duties.** The Board's duties are to advise, counsel, and confer with the Associate Administrator for Small Business Development Centers in carrying out the SBDC Program under Section 21 of the Small Business Act. As part of its advisory function, the Board may:
 - Evaluate the aims, objectives and goals of the SBDC Program and its effectiveness.
 - Introduce proposals for strengthening the SBDC Program and increasing private sector involvement in the SBDC Program.
 - Review reports provided by SBA and provide recommendations to the Associate Administrator for Small Business Development Centers for improvement.
5. **Agency of Official to Whom the Committee Reports.** The Board shall report to the Associate Administrator for Small Business Development Centers.
6. **Support.** All necessary staff support services, facilities, and expenses, to the extent permitted by law and subject to the availability of funds, will be furnished by the SBA through its Office of Small Business Development Centers. . .
7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating costs associated with supporting the Board's functions, including travel costs, is \$45,000 per year. The estimated personnel costs to SBA is one full time equivalent (FTE).
8. **Designated Federal Officer.** The Designated Federal Officer (DFO) for the Board is SBA's Program Analyst in the Office of Entrepreneurial Development, a full time employee. The DFO will approve or call Board meetings on behalf of the SBA Administrator, prepare and approve meeting agendas, attend committee and subcommittee meetings, and adjourn any meeting when the DFO determines adjournment to be in the public interest.
9. **Estimated Number and Frequency of Meetings.** The Board shall meet at least semi-annually at the call of the Chairperson of the Board in consultation with the Designated Federal Officer, or at the request of the SBA Administrator.
10. **Duration.** The need for this advisory function is continual however the Board Charter is subject to renewal every two years.

11. **Termination.** The Board will terminate upon rescission of 15 U.S.C. 648(i).
12. **Membership and Designation.** The Board shall consist of nine members serving in a representative capacity. Each member will be appointed by the SBA Administrator, must be from civilian life, and must be known to be familiar and sympathetic with small business needs and problems. No more than three of the Board members shall be from universities or their affiliates and at least six shall be from small businesses or associations representing small businesses. Members of the Board will be appointed for terms of three years. Members of the Board shall elect a Chairperson. Board members, with the exception of travel and per diem expenses, serve without compensation. Official Board travel and related expenses must have the Associate Administrator for Small Business Development Centers' prior approval.
13. **Subcommittees.** SBA has the authority to create subcommittees on an ad-hoc basis. Each subcommittee must be comprised of Board members and shall report all ideas and opinions to the Board. The subcommittees do not provide advice or work products directly to SBA.
14. **Recordkeeping.** The records of the Board shall be handled in accordance with General Records Schedule 26, Item 2 or other approved SBA records disposition schedules. These records shall be available for Public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.
15. **Charter Filing Date:** January 29, 2014